

NAVSTA NORVA INSTRUCTION 7420.1M

Subj: TIMEKEEPING POLICIES, PROCEDURES, AND RESPONSIBILITIES  
FOR CIVILIAN EMPLOYEES

Ref: (a) DOD Financial Management Regulation, Volume 8  
(b) Human Resources Management Manual  
(c) Defense Civilian Pay System (DCPS) Customer  
Service Representative Users Manual  
(d) Standard Labor Data Collection and Distribution  
Application (SLDCADA) Training Guide  
(e) SLDCADA Training Aid for Timekeepers and Certifiers

Encl: (1) New Hire Information for Payroll  
(2) SLDCADA Bi-Weekly Time and Attendance Sheet  
(3) Work Schedule Change (WSC)  
(4) Change of Address  
(5) SLDCADA Access Authorization  
(6) Request for Leave or Approved Absence  
(7) Type Hour Codes  
(8) Overtime/Compensatory Time Request Forms

1. Purpose. To provide policy and procedures per references (a) through (e) for the administration of civilian time and attendance, pay (including overtime and compensatory time), and associated timekeeping responsibilities.

2. Cancellation. NAVSTANORVAINST 7420.1L.

3. Policy and Procedures

a. Prescribed Forms. Enclosures (1) through (5) are to be submitted to the timekeeper who will then forward to Regional Comptroller Office (RCO) Customer Service Representative (CSR) Commander, Mid-Atlantic Region (CNRMA) via NAVSTA CSR to meet payroll requirements. Enclosures (6) through (9) are to be maintained by each timekeeper. Forms will not be modified in any way.

(1) The New Hire Information for Payroll Input (enclosure (1)) is required to establish a new employee in SLDCADA. This information is derived from the Notification of Personnel Action (SF-50) received from NAVSTA Customer Service Representative (CSR) after reporting to work and standard coding requirements provided in SLDCADA. If employee is not in the SLDCADA system when payroll is due, a Time and Attendance Sheet (enclosure (2)) must be completed.

(2) A Work Schedule Change (WSC) (enclosure (3)) is designated for reporting changes to employee work schedule and it is NOT to be considered a time sheet. When an employee leaves the command, identify effective date as last day of work and the T&A status code as "P" for pending.

(3) If employee has a change of address, complete enclosure (4).

(4) A SLDCADA Access Authorization form (enclosure (5)) for timekeepers and individuals authorized to certify time and attendance must be completed with department head's signature and filed with the Regional Comptroller Office (RCO). Notify the RCO of any deletions of authorizations via NAVSTA CSR.

(5) Employees requesting leave or approved absence must complete a Request for Leave or Approved Absence (SF-71), (enclosure (6)) with supervisor's signature. When such practice is not feasible because of the absence of the supervisor, or for any other reason, employee must then have leave sheet signed by an individual with signature authority and possessing knowledge of the employee's actual attendance.

(6) All types of leave (paid or unpaid) and overtime/compensatory time (earned or taken) are listed by type hour codes in enclosure (7).

(7) Overtime/Compensatory Request and Authorization Form (NAVCOMPT 2282) (enclosure (8)) will be used for overtime authorization, and must be approved by the supervisor **prior** to being worked. Justification as to why the work cannot be accomplished during normal working hours must be included in the request.

b. Absences and Posting of Time and Attendance:

(1) Annual or Sick Leave. Absences chargeable to

annual or sick leave will be reported by using type hour code "LA" or "LS", as appropriate. Annual and sick leave shall not be charged in less than 30-minute increments. An Application for Leave (SF-71) for periods of sick leave of more than three consecutive days must be submitted to the Department Head within 48 hours after the employee returns to duty. Failure to submit this form within the prescribed time limits will cause such absence to be charged as annual leave or leave without pay if annual leave is not available. Periods of absence on sick leave in excess of three working days should be supported by a certification from the physician attending in accordance with reference (b). All full-time employees may use up to 40 hours of sick leave each year for family care or bereavement purposes under the Federal Employees Family Friendly Leave Act. In addition, a covered full-time employee who maintains a balance of at least 80 hours of sick leave will be able to use an additional 64 hours of sick leave per year for these purposes, bringing the total amount of sick leave available for family care or bereavement purposes to a maximum of 104 hours per year.

NOTE: Lunch periods falling within leave periods will be deducted in determining the total leave chargeable. In determining allowed lunch time, designated timekeepers will utilize official lunch schedules applicable to the employees concerned.

(2) Restored Annual Leave. HRO Manual, Chapter 630 provides specific guidelines regarding conditions to be met prior to authorization of restoring unused annual leave in excess of the specified limitation of 240 hours. A command letter stating that the employee is entitled to restored annual leave with brief justification and the number of hours involved must be submitted to RCO via NAVSTA CSR at the beginning of new leave year. If restored annual leave is to be charged use type hour code "LR".

(3) Traumatic Injury or Injury Compensation. An employee's absence because of a job-related traumatic injury will be reported in SLDCADA as "LT" for Traumatic Injury/Continuance of Pay (COP) after the injury and absence has been substantiated by required medical documentation and compensation program forms. A CA-1 Federal Employee's Notice of Traumatic Injury and COP must be forwarded to their supervisor. The supervisor should then complete a Mishap Report and forward original to the Safety Office with a copy of the CA-1 Form. The original CA-1 Form and COP should be forwarded to the Human Resource Office (HRO) Employee Benefits/Injury Compensation

(Code 41) within two days with a copy of the Mishap Report. The day of injury will be reported in SLDCADA as "LU." Each supervisor of an employee suffering a traumatic injury must coordinate the timekeeping actions with Human Resources Specialist in the Human Resource Office (Code 41), 444-6104 or FAX 444-4327. If an employee's COP status exceeds 45 calendar days, the supervisor shall contact NAVSTA CSR to determine if a Request for Personnel Action (SF-50) is required to place employee on Workman's Compensation (LWOP) or other applicable type leave status.

(4) Holidays. If an employee is not required to work on a date designated for observance of a federal holiday the time and attendance sheet will be shown in SLDCADA as such. When an employee works on a holiday, record the appropriate type hour code for hours worked. Hours worked outside the normal working hours will be recorded as overtime. Work to be performed on a holiday will be approved and justified on a situation basis in the same manner as for overtime. Employee must be in a pay status either before or after the holiday occurs to receive holiday pay.

(5) Tardiness. If an employee reports late for a regularly scheduled tour of duty, his supervisor may administratively excuse him, if circumstances warrant, when such absence is less than one hour. If tardiness is not excused, the employee may be placed on annual leave, or if such tardiness has become excessive, the employee may be placed on absence without leave (AWOL) by using type hour code "KC".

(6) Military Leave. Upon presentation of competent orders, members of the reserve components of the Armed Forces or National Guard will normally be granted 15 calendar days absence with pay. Non-workdays falling within a period of absence on military training duty are not charged against the 15 calendar days of military leave allotted during the year. Military leave cannot exceed 15 calendar days during the fiscal year, unless carryover leave is available (up to additional days). A certified copy of the military orders, including dates of duty, must be forwarded directly to timekeeper upon return. Timekeeper will then forward orders to RCO CSR, and indicate time in SLDCADA by using type hour code "LM".

(7) Jury Duty/Court Leave. When an employee is absent from duty to serve in court, as a juror or as a witness on behalf of any party in connection with any judicial proceedings to which the U. S., or any state or local government is a party,

an Application for Leave, (SF-71) will be used to apply for court leave. This absence must be supported by official evidence of attendance such as a letter from the court. Timekeeper will forward the documentation as required to RCO CSR, and indicate time in SLDCADA by using type hour code "LC". Federal employees residing in Virginia may keep expenses provided by the courts. Employees who reside in other states should contact HRO Norfolk for questions regarding court leave. When employees are summoned or assigned by the Activity to testify in an official capacity they are in an official duty status.

(8) Compensatory Time. An eligible federal employee (GS or FWS) may elect to earn and use compensatory time that is granted in an amount equal to the amount of time spent in irregular or occasional overtime worked. Compensatory time must be used by the end of the 26<sup>th</sup> pay period after it is earned or it will be paid at the overtime rate at which it was earned.

(a) Exempted Employees. The right of "exempt" employee's to elect to take compensatory time off for overtime work performed in lieu of overtime pay applies in the case of personnel whose rate of pay is at or below the maximum step of a GS-10. Employees whose basic rate of compensation exceeds the maximum applicable rate for GS-10 must perform irregular or occasional overtime work as compensatory time, until at least 80 hours has been accrued. Any compensatory time earned in addition to the 80 hours will be determined at management's discretion.

(b) Nonexempt Employees. Employees who are non-exempt from the FLSA may request compensatory time in lieu of irregular or occasional overtime. Supervisors should ensure that these employees have requested compensatory time and that the proper type hour code has been used. An employee must make a written request to substitute compensatory time off for overtime payment and make a notation on the overtime authorization.

(9) Overtime. "Exempt" employees will be paid overtime at one and one-half times the employee's basic rate of pay up to GS-10, step 01 under Title V. "Non-exempt" employees will be paid overtime at one time and one-half times the employee's basic rate of pay.

NOTE: An employee can determine if they are "exempt" or "non-exempt" by reviewing their latest SF-50, Block 35.

(10) Non-pay Absence. SUPERVISORS SHALL NOT APPROVE LWOP IF LEAVE IS AVAILABLE, except where statute requires it, such as military leave, FMLA, and OWCP. A suspension will not be recorded without a supporting Notification of Personnel Action (SF-50). AWOL is charged whenever an employee is absent from duty without approved leave. Employees requesting leave without pay must have their request approved/disapproved by the Executive Officer.

#### 4. Responsibilities

##### a. Approving Official

(1) When approving time and attendance reports, supervisors, department heads, or higher level managers are validating that the work schedules recorded are true and accurate. Review and approval shall be made by the official/supervisor most knowledgeable of the time worked and absence of the employees involved.

(2) The approving official may delegate responsibility for observing daily attendance or accurately recording time and attendance data to a designated timekeeper. Delegation of these duties **does not** relieve the approving official of the responsibility for timely and accurate reporting of the time and attendance to which he or she approves, including that leave is approved and administered in accordance with applicable policies, regulations, instructions, and bargaining agreements.

(3) The supervisor shall inform the timekeeper when an employee is on any type of leave or has worked any overtime/compensatory time. The FLSA states that it is a supervisory responsibility to ensure that "non-exempt" employees under FLSA do not work any time other than regular shift without benefit of over time.

(4) Training shall be provided to individuals recording and approving time and attendance.

(5) An alternate timekeeper shall be appointed to maintain time and attendance during the absence of the primary timekeeper.

##### b. Timekeeping/Certification:

(1) The recording and approval of time and attendance are to be performed by **separate** individuals within each department who will ensure these responsibilities are performed in accordance with provided guidelines. Certification of Time and Attendance must be performed in SLDCADA by 0900 the Monday after each pay period has ended. Departmental timekeeper will input timekeeping information and provide CO's secretary copies of time and attendance for all Department Heads in order for CO's secretary to perform certification.

(2) Corrections to time and attendance should be corrected in the pay period to which the changes apply and have authorized approval prior to submission. Submit corrected time and attendance certification sheet to RCO CSR within first week after the pay period has ended. Faxed signatures are accepted at 445-4049.

(3) All Time and Attendance reports and other supporting documents are required to be maintained for audit purposes or six years, whichever comes first.

5. Action. Department Heads/Supervisors are responsible for compliance with the procedures in this instruction.

G. L. BECKER

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List 1A, 1C